on the SPOT renewal

getting started guide

This guide is intended to give new users a practical introduction to the on the SPOT renewal system for one-stop vehicle registrations. Section One is structured according to the procedural sequence for issuing a decal to a citizen, while Section Two will cover administrative functions such as ordering decals and managing users.

The key features and procedures you need to use are included in the Contents list below. Begin with the checklist to ensure that you have the necessary equipment, connection, and user rights to access the system.

Contents

Checklist

- Complete, sign, and return the station contract to the Division of Motor Vehicles, including verification that all requirements are met
- Complete, sign, and return the Utah.gov Network Registration Agreement
- Receive your station/user login ID and passwords
- Have at least one computer workstation connected to the Internet

Section I – Processing a Registration

Logging In

To log in to the on the SPOT renewal system, enter the following URL into your internet browser window:

https://secure.utah.gov/rrnwl/station

⊠ Please note the "s" following the standard http. The https designation ensures that this is a secure site, and your customer's data will be safe and secure.

The initial screen will be a login page. Use your assigned username/password to log in and begin the session. To process a registration, **you must be logged in as a workstation.**

Please Log In:

User Name: [   ]

Password: [   ]

[Log In]

Once you have logged in, you will be presented with the standard start page for issuing decals. It consists simply of two fields – a Plate # and a Vehicle Identification Number field.

Issuing a Decal

Summary

- **Log in**
- **Enter customer plate and VIN**
- **Step 1- Enter customer's emissions and safety certificate information**
- **Step 2- Confirm the decal number**
- **Step 3- Enter credit card information and confirm**
- **Step 4- Print the registration agreement and receipt**

The following pages will detail this process which, once you are proficient with it, should only take 1-2 minutes per customer.
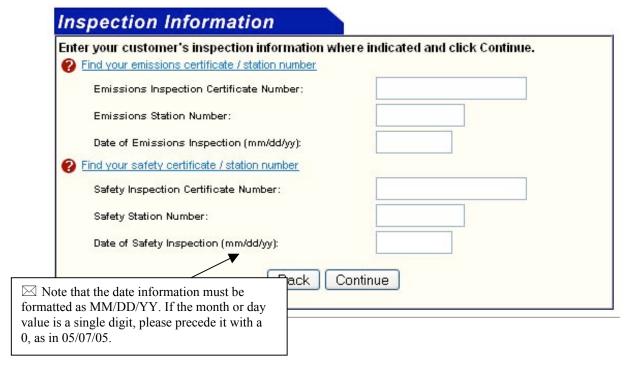
Step 1

Once you have completed the required Emissions or Inspections tests, enter the vehicle plate # and VIN into the system.

Enter your customer's plate and VIN.

Plate: [   ]

VIN: [   ]

[Continue]

If the plate and VIN are successfully matched in the system, you will be presented with a screen that displays the current owner information along with input fields for the required emissions and inspections certificate numbers.

⊠ Note – if the address or owner information displayed is incorrect, the customer can update their information by calling the Division of Motor Vehicles at 801-297-7780 or 800-DMV-UTAH

Inspection Information

Enter your customer's inspection information where indicated and click Continue.

❓ Find your emissions certificate / station number

Emissions Inspection Certificate Number: [   ]

Emissions Station Number: [   ]

Date of Emissions Inspection (mm/dd/yy): [   ]

❓ Find your safety certificate / station number

Safety Inspection Certificate Number: [   ]

Safety Station Number: [   ]

Date of Safety Inspection (mm/dd/yy): [   ]

[Back] [Continue]

⊠ Note that the date information must be formatted as MM/DD/YY. If the month or day value is a single digit, please precede it with a 0, as in 05/07/05.
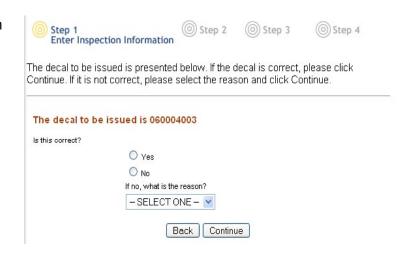
After entering the inspection information and clicking on the Continue button, you will then need to verify the decal number you will be issuing. This is a critically important step – please refer to the guidelines and decal inventory control procedures provided by the State of Utah.

⊠ Please note that if you are connected via the Internet to DPS' new system, and you enter the emissions data into their system, you will not be required to enter any certificate information for your customer.

Your workstation will be assigned a series of decals from which to issue – these decals should be issued in order, with any missing or damaged decals reported.

If the expected decal value matches the actual decal to be assigned, simply check the Yes button and continue. If it does not match, you will be required to select either Missing or Damaged, whereupon the expected decal will increment to the next in the series.

Step 2

Once you confirm the decal number, you will see a Payment Summary page. This page is not subject to editing, it simply shows the owner and vehicle information, along with the applicable fees. Please verify the information is correct, and press continue.

Step 3

Once you have verified the payment summary, you will then need to process the registration payment using the customer's credit card. Enter the appropriate information into the fields and press continue.
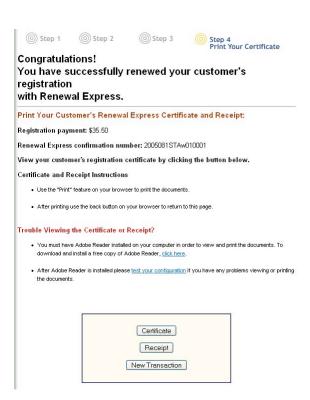
You will see a confirmation screen – IMPORTANT – please verify that all information is correct, and press the COMPLETE button ONCE – the processing will take a few moments.

Step 4

Once the payment process is complete, you will be able to print the receipt and the certificate. At the bottom of the screen are three buttons – select each one in turn, and print the customer Certificate and Receipt. Once they have printed, clicking on the New Transaction button will take you to the first screen.

You have now completed the registration process for your customer.

Section II – Administrative Tools

The administrative tools are available for station managers and corporate administration. These tools allow the station/chain to order decals, receive decals and assign them to workstations, split decal inventory among multiple workstations, manage users and user rights, and run decal reports.

Main Menu

Upon **logging in as a corporate or station user**, you will be presented with the main menu. From this screen you do all of the tasks outlined in this section. The action buttons and links are found in the right column.

Main Menu

Assign Decals:

Decal Range Id	Begin number	End number	Quantity	Action

Receive Decals:

Decal Range Id	Begin number	End number	Quantity	Action

Decals on Order:

Catalog	Station	Quantity	Order date	Actions
2005 Motor Vehicle Decals	DMVCORP1	100	04/07/2005	remove
2006 Motor Vehicle Decals	DMVCORP1	200	04/07/2005	remove
2006 Motor Vehicle Decals	DMVCORP1	100	04/07/2005	remove
2006 Watercraft Decals	DMVCORP1	100	04/15/2005	remove

Order New Decals: [GO]

Decal Reports: [GO]

Account Management: [GO]

Assign Decals

Once you confirm that decals have been received, you may assign these decals between one or more of the stations (if you are a corporate level user) or workstations (if you are a station level user). By clicking on the link in the right hand column, you will be taken to a screen asking you for the range of available decals to be assigned to the appropriate station or workstation.

Assign Decals

Decal Range

Corporation	Beginning Number	Ending Number	Quantity
DMV Test Corporation 1	050003001	050003100	100

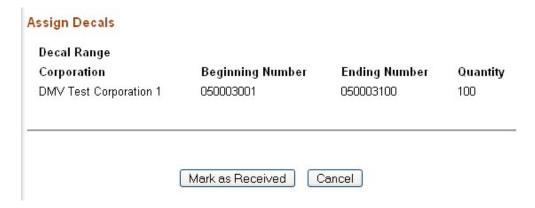| Station	Beginning number	Ending number	Quantity
DMV Station Test 2	050003001	050003050	50
DMV Test Station 1			

[Continue] [Cancel]

Tip – Enter the Beginning Number of the decal inventory in the workstation you wish to assign them to. Then, enter the quantity to assign to that workstation. The Ending inventory decal number will be automatically populated in the appropriate field.

Receiving Decals

Once your decal order has been shipped by the DMV, the decals will show up in your system as available to be received. Once you have physically received the decals, simply click on the link in the right hand column, and confirm that you have received the decals.

Receive Decals:

Decal Range Id	Begin number	End number	Quantity	Action
215	050003001	050003100	100	mark as received
219	060090001	060090100	100	mark as received

Once you click on the link, you will be asked to confirm the received decals on the following screen:

Assign Decals

Decal Range

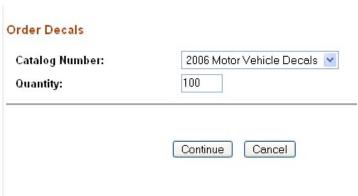| Corporation	Beginning Number	Ending Number	Quantity
DMV Test Corporation 1	050003001	050003100	100

[Mark as Received] [Cancel]

Decals on Order

The Decals on Order section displays all outstanding decal orders for your station, including the type, the station, the quantity ordered, and the order date. If you need to make changes to an order, you may cancel the order by clicking on the "remove" link. You will then be able to start a new order process.

Ordering Decals

Ordering additional decals is as simple as selecting the Go button from the Order New Decals section. You will be presented with a dialogue allowing you to select the type of decal, along with the quantity.

Please complete the entire order process, including the confirmation screens. Once you have submitted an order, you will receive a fax order sheet that must be faxed to the DMV in order to complete the ordering process. The order will also be displayed on the main menu under Decals on Order.
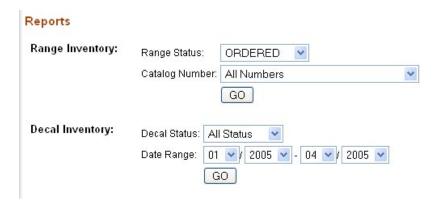
Order Decals

Catalog Number:	2006 Motor Vehicle Decals ▾
Quantity:	100

[Continue] [Cancel]

⊠ **Please note that you may not complete a renewal transaction if you do not have decals in your system. To order decals you must complete all of the following steps:**

1. **Order Decals**
2. **Receive Decals**
3. **Assign Decals to the Station**
4. **Assign Decals to the Workstation**

Decal Reports

The Decal Reports page will allow the user to view the range and decal status of decals assigned to your business. The available reports for a range of decals include Ordered, Issued, Received, Active, Used, Damaged, Missing and Cancelled. The available reports for the actual decal inventory include Used, Unused, Damaged, or Missing.

All reports will display in a separate window.

Managing Users

Under the Account Management section, the administrator can manage the individual users and workstations within a station or corporation, including changing passwords.